

Attachment B

Proposal Application Identification Form, Application, and Sample Table of Contents

STATE OF HAWAII
THE JUDICIARY

FOR OFFICE USE
JUD APP NO. _____

PROPOSAL APPLICATION IDENTIFICATION FORM
RESPONSE TO RFP NO. J07008

SVC SPEC. NO. / CODE / DESCRIPTION: _____

TITLE OF APPLICANT'S PROGRAM: _____

Check one:

☐ INITIAL PROPOSAL APPLICATION

☐ FINAL REVISED PROPOSAL (COMPLETED ITEMS _____ - _____ ONLY)

1. APPLICANT INFORMATION:

LEGAL NAME: _____

DBA: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name _____

Title _____

Phone # _____

Fax # _____

e-mail _____

3. TYPE OF BUSINESS ENTITY:

☐ NON PROFIT CORPORATION ☐ SOLE
PROPRIETORSHIP

☐ FOR PROFIT CORPORATION ☐ PARTNERSHIP

4. STATE OF INCORPORATION (if applicable)

5. TAX IDENTIFICATION:

FEDERAL TAX ID #: _____

STATE TAX ID #: _____

6. GEOGRAPHIC AREA(S) APPLICANT IS ABLE TO SERVE:

☐ East Hawai'i ☐ Kaua'i
☐ West Hawai'i ☐ Leeward O'ahu
☐ Maui ☐ Central O'ahu
☐ Moloka'i ☐ Windward O'ahu
☐ Lana'i ☐ Honolulu

7. TARGET GROUP(S) APPLICANT IS ABLE TO SERVE:

☐ Infants and toddlers: 0-3 years of age
☐ Children 3-5 years of age
☐ Children: 5-10 years of age
☐ Adolescents: 10-18 years of age
☐ Adolescents & Adults: 18-21 years of age
☐ Adults: 21-59+ years of age
☐ Elders: 60+ years of age
☐ Families
☐ Other: _____

8. FUNDING REQUEST:

FY _____ \$ _____
FY _____ \$ _____
FY _____ \$ _____
FY _____ \$ _____

TOTAL \$ _____

9. BUSINESS STATUS QUALIFICATION:

☐ Applicant is registered with the state procurement Office .
☐ Applicant is not preregistered-form SPO-H-100A and required documentation is attached.

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

authorized signature

Name & Title

date signed



Applicant:
RFP No. & Service Spec. No:

PROPOSAL APPLICATION

I. Program Overview

II. Experience and Capability

- A. Necessary Skills
- B. Experience
- C. Quality Assurance and Evaluation
- D. Coordination of Services
- E. Facilities

III. Project Organization and Staffing

A. Staffing

- 1. Proposed Staffing.
- 2. Staff Qualifications

B. Project Organization

- 1. Supervision and Training
- 2. Organization Chart (Program & Organization-wide - attached)

IV. Service Delivery

V. Financial

A. Pricing Structure

The following budget form(s) are submitted with the Proposal Application:

- 1. SPO-H-205 Proposal Budget for FY 2007
- 2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages
- 3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
- 4. SPO-H-206C Budget Justification - Travel: Interisland
- 5. SPO-H-206E Budget Justification - Contractual Services - Administrative

B. Other Financial Related Materials

- 1. Financial Audit for fiscal year ended June 30, 2005.

VI. Other

A. Litigation

B. Performance and Output Measurement Tables

C. Program Specific Requirements

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